

Village of Depew Checklist for Obtaining a Portable Sign

Portable Sign Permit fee is \$35.00 per month for a MAXIMUM of *three (3)* months per calendar year. Starting/ending dates are as follows: 1st – 30th or 15th – 14th.

The following requirements apply:

1. ALL portable signs must have a building permit. Section 203-45-C
2. A temporary permit for portable signs shall be granted for a period of 30 days. A total of three renewals per calendar year shall be permitted. *A special use permit will no longer be granted for portable signs.*
3. No part of any sign shall be nearer than 10 feet to any property line or public sidewalk areas. Section 260-27-(4)-(c)
4. Flashing, Blinking, or moving lights are not allowed in the Village of Depew. Section 260-27-E-(4)(g)
5. Any sign erected between the sidewalk & curb is prohibited. Section 203-45
6. A permit shall be required for the erection, alteration or reconstruction of any business or advertising sign. Section 260-27-(4)-(c)
7. Any sign erected prior to obtaining a building permit automatically doubles the fee. Section 76-14-E
8. Any Freestanding, or any A-type sign over 12 sq. ft. shall be considered a portable sign; under 12 sq. ft. a permit must be obtained but the fee would be \$0.00.

Instructions for obtaining a portable sign permit from the Village of Depew

1. Apply for permit at the Village Clerks Office.
2. You will need the following information to complete application:
 - a. Name, address & phone number of business applying for permit.
 - b. Location of where sign will be placed.
 - c. Own or rent sign (if rented please have company name and phone number).
 - d. What month(s) the sign will be up including starting/ending dates (*starting/ending dates are as follows: 1st-30th or 15th-14th).
 - e. Signature of person obtaining portable sign permit.
3. Pay \$35.00 (*per month-maximum of 3 months per calendar year) by cash or check made payable to "Village of Depew".
4. Verbal approval will be given out when application is completed & payment received. *As long as renewal requirements are met.